

PUBLIC FACILITIES PROTECTION CORPORATION
Request for Proposals for Consulting Services

The Public Facilities Protection Corporation (PFPC) is requesting proposals for the provision of consulting services with regard to the City's Workers' Compensation Program.

I. Overview

PFPC requests proposals from interested parties (hereinafter referred to as "Respondents") to provide professional insurance consulting services to PFPC, the City's self-insurance program, on a broad array of self-insurance, commercial insurance and risk management topics for both specific projects and day-to-day issues regarding the City's Workers' Compensation Program.

PFPC is a not-for-profit organization established to oversee risk management for the City. The City transfers funds to the PFPC, which uses the funds to pay claims related to litigation, surety bond insurance, and workers' compensation. PFPC is composed of a five-member board with representatives from the Mayor's office, City Comptroller's office, President of the Board of Aldermen's office, City Counselor's office, and Budget Division.

II. Scope of Services and Specifications

- A. Review and make recommendations regarding the current WC Program, including the current WC provider network and discounts.
- B. Provide ongoing assistance, as needed, with plan analysis and cost projections, renewal strategies, compliance issues, marketplace trends, and new developments and strategic information on the industry.
- C. Preparation and/or review of a Request for Proposal (RFP) of TPA services regarding WC claims and:
 - 1. Assist PFPC in the identification and selection of a provider based on the responses to the RFP, including proposal analysis and attendance at PFPC committee meetings;
 - 2. Negotiate agreement(s) with selected TPA;
 - 3. Assist with the transition between providers.
- D. Preparation of an annual loss projection study based upon current and potential liabilities by a member of the consulting team with CPCU credentials and experience in professional loss forecasting techniques. The report shall review current fund balances versus projected liabilities, recommend levels of funding required to keep the self-insurance fund financially secure, and shall evaluate all current lines of coverage and recommend strategies to finance future losses.
- E. Performance of a spot audit or audits of TPA services, to determine such items as caseload of the adjuster, response time of the TPA to a claim, and the manner or degree of professionalism exercised by the TPA in claim resolution procedures.

- F. Preparation of a formal review of high risk/high potential severity claims as requested by PFPC.
- G. Perform such other functions normally contemplated to be within the scope of duties of an insurance consultant, including, but not limited to, ongoing recommendations to improve the overall quality and delivery of the City's WC Program.

III. Proposal Contents and Evaluation Criteria

For those proposals deemed responsive, which determination shall be within the sole discretion of PFPC, PFPC will evaluate such proposals on, but not limited to, the following criteria:

- A. The organization's overall qualifications and experience in public risk management and insurance consulting work.
- B. The organization's specialized experience, qualifications and technical competence in the administration of similar consulting projects.
- C. The list of the organization's consulting relationships to public entities during the past three years. Consultants should present the current number and names of public entities which their firm currently services at the state and local level.
- D. Describe the organization's experience in the following areas:
 - Ability to review and revise insurance bid specifications;
 - Ability to review, analyze and amend insurance clauses for WC contracts the City or PFPC may or will enter into;
 - Ability to make recommendations to PFPC to reduce the City's costs and exposure to loss;
 - Ability to provide high-quality financial loss projectives;
 - Ability to recommend changes in insurance coverage and structure based upon insurance market conditions;
 - Ability to provide sufficient levels of support to the City within expected timeframes; and
 - Any other experience that the organization feels may be relevant to this RFP.
- E. The organization's proximity to the City and experience in the St. Louis Metropolitan area in the provision and administration of similar consulting projects.
- F. List key individuals who would be assigned to work with the PFPC/City. Please include professional resumes, the location of their home office, and their availability to the City.
- G. The fee or fee structure for the designated services.
- H. The ability to provide innovative solutions in assisting the City to address its needs.
- I. The capacity and capability of the organization to perform the work within time limitations.

- J. The organization's approach to the project and any unusual problems anticipated.
- K. The organization's past record and performance of the organization with respect to schedule compliance, cost control and quality of work.
- L. Availability of financial and operating resources as required to complete the work.
- M. The degree to which the proposal addresses the proposal requirements.
- N. M/WBE and/or DBE participation.
- O. The ability of the organization to meet statutory or ordinance requirements.
- P. Other items that arise as the result of the proposal or interview.

Interested parties are asked to be as complete as possible in their responses. Incomplete answers may necessitate inquiries which will cause delays or may result in less than full consideration of a proposal or which may result in the rejection of a proposal.

PFPC reserves the right to accept any of the proposals submitted, to reject any and all proposals submitted, and/or to modify or amend any proposal prior to acceptance, and/or to proceed to effect any agreement otherwise as it may deem in the best interests of the City and its employees.

PFPC may, at its option, conduct interviews, with any or all entities after receipt of proposals.

Your proposal must be signed by an officer of your company and indicate that such officer is authorized to commit on behalf of your organization.

PFPC will not be responsible for any expenses incurred in the preparation of any proposal or presentation, including travel.

The organization selected must obtain and maintain a valid City business license and be current in City earnings tax.

All materials submitted in accordance with this RFP will become and shall remain property of PFPC and will not be returned. All Proposals/Responses to Proposals shall be considered public records, but may be deemed and treated as "closed" or "exempt" by the PFPC, at the sole discretion of PFPC, pursuant to PFPC's understanding and interpretation of the laws of the State of Missouri and of the ordinances of the City. PFPC cannot guarantee confidentiality of any materials during the evaluation process or at any other time. Thus, proposals and communications exchanged in response to this RFP should be assumed to be subject to public disclosure.

Respondents shall be required to comply with all ordinances of the City of St. Louis including Ordinance No. 65597, the St. Louis Living Wage Ordinance. This Ordinance can be found on the City's website at:

<http://www.stlouis-mo.gov-Government--Policy> Making—Laws of the City.

The Mayor of the City of St. Louis has issued Executive Order #28 regarding Minority and Women Business Enterprise. A copy may be obtained from the Office of the Register, City Hall, St. Louis, MO.

Proposals should discuss how you will comply with the provisions of said order.

Nothing in this RFP is intended to be, nor should anything herein be construed as, an offer of engagement. A selection or designation of a successful Respondent shall not be construed as an offer of engagement until and unless a contract is fully negotiated.

IV. Submission of the Proposal

All organizations submitting a proposal must provide the information requested.

Five copies (5) copies and an original proposal shall be clearly identified as “PROPOSAL FOR PROFESSIONAL CONSULTING SERVICES FOR THE WORKERS’ COMPENSATION PROGRAM” and mailed or delivered to:

Nancy R. Kistler
Deputy City Counselor
1200 Market Street, Room 314
City Hall
St. Louis, MO 63103

Proposals will be accepted until 4:00 p.m. CST, Monday, November 23, 2015, at the address listed above. It is expected that the successful respondent will be notified Friday, December 4, 2015.

VI. Questions

All inquiries must be submitted via e-mail and shall be directed in writing to: kistlern@stlouis-mo.gov no later than 4:00 p.m. CST, Monday, November 9, 2015.

A list of all entities requesting copies of the Request for Proposals will be maintained and responses to any inquiries or contacts will be made available via e-mail to all such entities. No other contact with any of the committee members regarding this Request for Proposals is permitted.